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COTS Organizational Workgroup
Meeting Minutes
February 8, 2000

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Members Present: Jerry Simonoff, DTP; Dan Ziomek, DTP; Mike OÍNeil, DSS; Gerry Pacyna, SCC; Andy Poarch, DIT; Murali Rao, DOT; Bernie Hill, DOC; Ray Davis, DGIF; Ulysses Brown, DHR; Bryan Drake, DIT.

Members Absent: Mike Thomas, DIT.

Guests: Ray Lindquist, Parikh Advanced Systems; Paul Bucher, METRO Information Services; Tom Pafford, MTELL.COM.

Agenda:

1:00 to 1:05 Opening remarks - Jerry Simonoff

1:05 to 1:30 Presentation and discussion of results from COTS EA Workshop - Dan Ziomek

1:30 to 2:30 Discussion of continuing role, organization and 2000 agenda for the COTS Organizational Workgroup.

- Split of COTS-ORG and EA Review Board?
- Possible topics for 2000:
  IT/CIO Governance Program Oversight and Management
  Project Management Development Program
  Policy Guidance
  Best Practices Center
  CIO/AIO Development Program

Discussion:

Following opening remarks by Jerry Simonoff, Dan Ziomek presented the draft results from the COTS EA Workshop conducted on January 10, 2000. Copies of validated Technology Trends (TT) and proposed Enterprise Business Strategies (EBS) were distributed for review and comment by workgroup members. Members agreed with the recommendation to consolidate TT 11 and TT 12, since both trends focus on the convergence of multi-media applications and networks. Members also agreed with the recommendation to consolidate EBS 11 and EBS 12, since both strategies focus on the stewardship of resources. After some discussion of the lowest priority TT, members agreed that the COTS guidance to document all trends that made the final workshop list, regardless of vote, should be honored. Dan Ziomek will distribute, by E-mail, the draft TT and EBS to all COTS EA Workshop participants for their

review before the next COTS meeting. Jerry Simonoff will present the final coordinated results to COTS at their February 17, 2000 meeting.

Following the COTS EA Workshop update, Bryan Drake presented a brief overview of the META Group sponsored Adaptive Architecture Immersion Workshop which he recently attended. META Group continues to evolve their EA Process Model and strategy. Both Dan Ziomek and Bryan Drake will evaluate the changes made by META Group for possible integration into the Commonwealth EA Initiative.

The last major topic on the agenda was a discussion of the future role of the COTS Organizational Workgroup and the possible establishment of a separate COTS EA workgroup. After a discussion of possible courses of action, members reached a consensus that the magnitude and importance of ongoing EA work merits establishment of a separate, dedicated EA workgroup to guide development and implementation of the Commonwealth EA Initiative. The suggested name for the new workgroup is the "COTS Enterprise Architecture (EA) Development Workgroup, which places appropriate emphasis on the initial development and implementation of a continuing EA process. Establishment of a separate EA focused workgroup will allow the COTS Organizational Workgroup to proceed with work on other "organizational" topics of interest, to include: IT/CIO governance; IT program management and oversight; project management; a CIO/AIO development program; and, IT policy guidance, development and review. Jerry Simonoff will present this recommendation to COTS and the Secretary of Technology at the next COTS meeting.

The next meeting date for the COTS Organizational Workgroup was set for March 8, 2000. The meeting will be conducted in the DIT Executive Conference Room, starting at 9:30 AM.